

29 March 1976

MEMORANDUM FOR: Chief, Analysis Group
Chief, Production Group
Chief, Operations Group
Chief, Daily Reporting Division

SUBJECT : FY 1978 Program Call

1. We have now received the Program Call for the FY 1978 Program Plan and the Program Projections for FY 1979-1982. The format is very similar to that used last year, but it eliminates the "Office Summary" and shifts the discussion of "Key Issues" from the Office-wide portion to the individual Resource Packages.

2. A copy of the Resource Package format is attached. E&PS will provide items one, two and six of Section A and all of Section B. We ask that you provide items three, four and five of Section A. Please consult last year's submission (the FY 1977 Program Plan) and our initial FY 1978 submission dated 29 January 1976 for guidance on how to proceed.

3. It is important that your submissions be turned in to E&PS no later than 14 April -- earlier if possible. E&PS regrets the short deadline, but we have just received the Program Call. If you have any questions please contact

[Redacted]

[Redacted]

Chief, Executive & Planning Staff

Attachment:
As stated

Distribution:
1 - each addressee
1 - FBIS Exec Registry
2 - E&PS

[Redacted]

Part III. RESOURCE PACKAGES

A. Instructions and Sample Format (All pages should be letter size and horizontal as shown here.)

1. Identification

Package Name _____ Package Number _____
Directorate _____ Component (Office/Division/Staff)
Organizational Unit _____ (Within Component)
Program Category _____

2. Purpose and Description of the Package

Provide a brief summary description of the Resource Package as an introductory paragraph. Subsequent portions of this section should describe major activities and objectives within the package, and identify major products and services, as well as major consumers. Make the relationship between the activities and the resources clear.

3. Evaluation

Evaluate briefly the accomplishments of each activity in this package through the first eight months of FY 1976, relating accomplishments to the objectives set forth in last year's Program Submission and, where practical, to resources assigned. Briefly describe disappointments, failures, or shortfalls and corrective actions taken or to be taken as well as notable successes achieved. Successes should be described as factually as possible; we have an acute need for more and better examples than can be used to illustrate to appropriate outsiders (e.g., OMB, PFIAB and the Appropriations Committees) the value of the work of the Agency. Whenever possible, relate these successes to the overall Agency

mission--better intelligence. Evaluations may be qualitative but should be supported by quantified data where possible. They should relate performance and resources to KIQA where the connection is clear and direct. Stress should be on:

- Identifying problem areas (both resource issues and management issues)
- Identifying cross-directorate and cross-component issues
- Relating progress against last year's stated objectives to permit continuing higher level review of quality of performance
- Assessing whether accomplishments are/were worth the price.

4. Projections

a. Operating and Program Years

Describe briefly and specifically the results to be achieved by this package during both FY 1977 and FY 1978 that make the application and expenditure of the resources requested necessary. These will be the objectives you will use in next year's Program Submission to measure progress. When the results have been achieved, how will you know whether they were worth the resources expended?

Describe here any major problems you foresee in living with the FY 1977 budget that has been submitted to Congress.

b. Five-Year Projection

Describe briefly the purposes and functions of this Resource Package through FY 1982. What is expected to be achieved during these years? How does it differ, if at all, from previous years? Are new products and/or services planned? Is any change or expansion of customers

anticipated? Personnel and financial resources required during the period, year by year, are to be tabulated by Resource Package, and totaled for the component in a separate table. Reasons for significant changes in resource levels should be explained. Planned capital expenditures should be separately tabulated and discussed. Indicate your degree of confidence in these projections. Identify important future resource implications that will follow from FY 1976 developments. Identify any areas in which significant changes in resource allocations during 1977 and 1978 will result in significant savings or cost increases over the longer run.

5. Key Issues

In preparing for the DCI's review of the 1978 program, the Comptroller will single out particular issues on which the Director's attention should be focused. Such issues may relate to funds, positions, actions proposed that will carry over to later fiscal years, organizational structure, new initiatives, termination or phasing-out of old programs, and the like. The five-year projections requested above will play a part in this process. To further facilitate our work, Resource Package submissions should address activities related to issues identified by the Director in his Financial Guidance letters of August 1975 and issues in which OMB and/or Congressional committees have shown particular interest. They should also single out any other activities, plans and problems that appear to deserve intensive examination, and/or guidance of higher authorities.

6. Explanation and Justification of Changes in Resource Levels

Basic resource data (Positions, A.E. and Funds) broken down by object class will be provided for each Resource Package in the computer runs shown in Exhibit A.

The reasons for changes in both positions and fund levels for FY 1978 over FY 1977 should be provided in sufficient detail to facilitate meaningful analysis and evaluation. Abnormal rates of change should be explained. Base information should be included when (a) describing changes in fund requirements for an activity or category within a Resource Package where the changes are not readily identifiable from the data display, or (b) it contributes to placing the requirement into perspective, e.g., an increase of \$25,000 (on a base of \$100,000) for minority recruitment, including advertising, travel, and related costs to meet Agency EEO goals.

Changes in positions and A.E. must be explained with programmatic implications described in detail. Justifications must be specific as to the WHY of the change (i.e., cost increase, change in scope of program, etc.) and not merely a statement of WHAT the change represents. For example, explain an increase in temporary and part time employment costs in terms of the specific requirements for additional functions to be performed, or reasons for periodic peaks in workload--not just as money needed for more temporary employees.

B. Exhibits: Instructions and Sample Formats

1. General

A series of exhibits will complete the Program submission. The automated Financial Resource System will be used to provide data for the FY 1978 Program submission in the same general manner as last year. Computer printouts will display data in the Financial Resources System on an organizational basis by Resource Package. Dollar totals for each Resource Package should be rounded to the nearest thousand. Average employment (A.E.) data may be reflected down to tenths of years in individual Resource Packages, but must total a whole number at the office (in the DDO, division) level. The data displayed for FY 1977 will be reflected in the FY 1977 Congressional Budget, as amended, by any additions approved by the DCI and OMB. The data displayed for FY 1976 will be that reflected in the currently approved Operating Plan.

Staff and contract positions are controlled under a single ceiling. Only one figure representing the total of full time permanent positions will be shown in the submission for FY 1978, reflecting the merger of subobject class 1145 into subobject class 1101, Full Time Permanent Appointed and Contract Employees. See Exhibit A. No position data should be included for temporary and part-time personnel (subobject class 1148), consultants (subobject class 1134), or for indigenous employees (subobject class 1152)--only A.E. data should be reflected for such personnel.

2. Exhibits

Exhibit A is required for each Resource Package; Exhibits B, C and D are required for each component; and Exhibits E and F are required if applicable.